



## **10 ADMINISTRATION**

*Effective: 6/1/96*

### **10.11 Selection of Local Agencies**

**POLICY:** The State WIC Program has procedures for the selection of local agencies, and the expansion, reduction and disqualification of local agencies already in operation.

**BACKGROUND:** Local agency is defined by Federal Regulation 246.2 as a public or private, nonprofit health or human service agency or tribal health agency which provides health services, either directly, through contract, or through referral to a health provider.

#### **PROCEDURE:**

##### **A. CONTINUING CURRENT PROJECTS**

Local agencies that currently have a WIC Agreement with the State of Wisconsin would continue as a local WIC project:

1. if the biannual management evaluation results demonstrate the agency is in good standing fiscally and satisfies program requirements, and
2. upon successful completion of the annual contract renewal and application process.

##### **B. COMPETITIVE RFP PROCESS**

1. A competitive Request for Proposal (RFP) process occurs periodically to offer an opportunity for:
  - a) agencies not currently awarded a WIC contract to compete with a current WIC agency for a service area, or other defined entity
  - b) current WIC agencies to expand their service area or population.
2. The RFP process:
  - a) Interested parties are notified of the RFP via published legal notices and a mailing of Letters of Interest to potentially eligible agencies.
  - b) Current WIC projects and new interested agencies submit the Letter of Interest to the State WIC Office.
  - c) If more than one Letter of Interest is returned for a service area, caseload, or population, a Request for Proposal will be sent to each agency for review.



- d) If the agency continues to be interested in competing for the service area, it will submit a Letter of Intent to submit a proposal.
  - e) Applicants in these areas of competition will be notified of the competition and the need to complete the competitive proposal.
3. Proposals are reviewed and scored by an impartial review panel using defined criteria.
4. Recommendation for award of the contract is sent to the Division of Health Administrator.

**C. ADDING NEW AGENCIES**

The State WIC Office may determine the need for an additional agency, depending on the documented unmet need in the designated area. This information is provided by the agency requesting to be a WIC administering agency.

**D. SERVICE AREA/MULTI-COUNTY SPLIT**

Service Area/multi-county split includes splitting a current administering agency into two or more, and would most likely occur when one or more county separates from a multi-county project.

1. The WIC project service areas will remain the same unless:
  - a) There is a mutual request to redefine the service area, i.e. counties or areas agree to separate.
  - b) The multi-county project agency requests to release one or more counties.
  - c) One or more of the counties in a multi-county project requests to be released from the multi-county administering agency.
  - d) There is a determined need for the State WIC Office to initiate a service area split due to the current project's inability to meet the needs of the service area, fraud or abuse, and/or poor performance.
2. If a project service area split is approved, the State WIC Office and the Regional Office will recommend a new administering agency. Priority will be given to the agency which can provide the best nutrition and health services, and which meets the Federal Regulation definition of a local agency.
3. A transition plan is developed and implemented to ensure smooth transfer of administrative responsibilities.



- a) Consider schedule changes to assure adequate state staff support is available to assure successful transition.
- b) The plan should outline the roles and responsibilities of the existing agency and the new agency during transition without an interruption of services to participants.
- c) A phase in period may be needed to allow for hiring, training, and physical set-up of a new provider.
- d) Budgets, contracts and caseload assignments of the local projects involved would be adjusted on a prorated basis, and consider other cost factors involved with the transition.
- e) Quarterly reviews will be conducted by the Regional Office Nutrition Consultant.

**E. MERGING PROJECTS AND SERVICE AREAS**

Merging projects and service areas is allowed with prior approval of the State WIC Office. This would include combining two or more current administering agencies into one.

**F. DISQUALIFICATION OF LOCAL AGENCIES**

The State WIC Program may disqualify a local agency with 30 days written notice when:

1. The State Agency determines noncompliance with Program regulations
2. The State's Program funds are insufficient to support the continuing operation of all its existing local agencies at their current participation level
3. The State Agency determines that another local agency can operate the Program more effectively and efficiently